

### ADJUNCT RECRUITMENT FORM

**Vacancy:** A vacancy occurs when no faculty is available to teach the course and/or no adjunct is available who has previously taught the course.

**Instructions:** 1. Division Chair or Department Chair completes form for review to recruit for an adjunct position. 2. Submit to appropriate Dean or Vice President for review. 3. Human Resources will forward a PDF of the posting to the Division Chair or Dean for final review. Please note: According to the Adjunct Faculty Hiring Procedure, postings will remain open on the MPC website for a minimum of two weeks.

SECTION 1: COMMITTEE INFORMATION				
<b>COMMITTEE CHAIR</b>				
<b>COMMITTEE MEMBERS (select at least one additional faculty member to serve)</b>				
<b>NAMES</b>				
SECTION 2: DIVISION/ DEPARTMENT INFORMATION				
Division:			Department:	
SECTION 3: TYPE OF HIRE				
<b>EMERGENCY HIRE</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO		<a href="#">Link to Adjunct Hiring Procedures</a>	
SECTION 4: ASSIGNMENT INFORMATION				
<b>COURSE/SECTION</b>			<b>DISCIPLINE</b>	
<b>SCHEDULED HOURS</b>	<b>Start Time</b> ___:___ __ AM __ PM		<b>End Time</b> ___:___ __ AM __ PM	
<b>SCHEDULED DAYS</b>	___ SUN ___ MON ___ TUES ___ WED ___ THURS ___ FRI ___ SAT			
<b>TERM/YEAR</b>	<input type="checkbox"/> Fall <input type="checkbox"/> Early Spring <input type="checkbox"/> Spring <input type="checkbox"/> Summer		<b>DATES</b>	Begin Date ___/___/___
				End Date ___/___/___
<b>LOCATION</b>	<input type="checkbox"/> Monterey <input type="checkbox"/> Marina Ed. Ctr <input type="checkbox"/> Public Safety Training Ctr <input type="checkbox"/> Online <input type="checkbox"/> Other: _____			
SECTION 5: ASSIGNMENT INFORMATION				
<b>COURSE/SECTION</b>			<b>DISCIPLINE</b>	
<b>SCHEDULED HOURS</b>	<b>Start Time</b> ___:___ __ AM __ PM		<b>End Time</b> ___:___ __ AM __ PM	
<b>SCHEDULED DAYS</b>	___ SUN ___ MON ___ TUES ___ WED ___ THURS ___ FRI ___ SAT			

<b>TERM/YEAR</b>	<input type="checkbox"/> Fall <input type="checkbox"/> Early Spring <input type="checkbox"/> Spring <input type="checkbox"/> Summer	<b>DATES:</b>	Begin Date ___/___/___	End Date ___/___/___
<b>LOCATION</b>	<input type="checkbox"/> Monterey <input type="checkbox"/> Marina Ed. Ctr <input type="checkbox"/> Public Safety Training Ctr <input type="checkbox"/> Online <input type="checkbox"/> Other: _____			
<b>COURSE/SECTION</b>		<b>DISCIPLINE</b>		
<b>SCHEDULED HOURS</b>	Start Time ___:___ <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time ___:___ <input type="checkbox"/> AM <input type="checkbox"/> PM		
<b>SCHEDULED DAYS</b>	<input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THURS <input type="checkbox"/> FRI <input type="checkbox"/> SAT			
<b>TERM/YEAR</b>	<input type="checkbox"/> Fall <input type="checkbox"/> Early Spring <input type="checkbox"/> Spring <input type="checkbox"/> Summer	<b>DATES:</b>	Begin Date ___/___/___	End Date ___/___/___
<b>LOCATION</b>	<input type="checkbox"/> Monterey <input type="checkbox"/> Marina Ed. Ctr <input type="checkbox"/> Public Safety Training Ctr <input type="checkbox"/> Online <input type="checkbox"/> Other: _____			
<b>COURSE/SECTION</b>		<b>DISCIPLINE</b>		
<b>SCHEDULED HOURS</b>	Start Time ___:___ <input type="checkbox"/> AM <input type="checkbox"/> PM	End Time ___:___ <input type="checkbox"/> AM <input type="checkbox"/> PM		
<b>SCHEDULED DAYS</b>	<input type="checkbox"/> SUN <input type="checkbox"/> MON <input type="checkbox"/> TUES <input type="checkbox"/> WED <input type="checkbox"/> THURS <input type="checkbox"/> FRI <input type="checkbox"/> SAT			
<b>TERM/YEAR</b>	<input type="checkbox"/> Fall <input type="checkbox"/> Early Spring <input type="checkbox"/> Spring <input type="checkbox"/> Summer	<b>DATES:</b>	Begin Date ___/___/___	End Date ___/___/___
<b>LOCATION</b>	<input type="checkbox"/> Monterey <input type="checkbox"/> Marina Ed. Ctr <input type="checkbox"/> Public Safety Training Ctr <input type="checkbox"/> Online <input type="checkbox"/> Other: _____			
<b>SECTION 5: REASON FOR RECRUITMENT/ADDITIONAL INFORMATION</b>				
<b>LENGTH OF POSTING</b>				
<b>SECTION 6: NOTIFICATION AND REVIEWED SIGNATURE</b>				
1. DIVISION CHAIR/DEPARTMENT CHAIR SIGNATURE:			DATE:	
PRINT NAME:				
2. DEANS/VP SIGNATURE			DATE:	
PRINT NAME:				
3. HUMAN RESOURCES:			DATE RECEIVED:	